



Mediator Recertification

Mediators certified in the Commonwealth of Virginia must apply for recertification every two years. The deadline for recertification is always October 31st. To find your certification and expiration date, please refer to your certification documents or your [online profile](#).

Requirements for recertification are governed by the [Guidelines for the Training and Certification of Court-Referred Mediators](#).

Continuing Mediator Education (CME) Requirements for Recertification

- CME credit hours are earned by attending trainings that are approved by DRS and are defined as either *Non-ethics* or *Ethics*.
- Mediators must earn a minimum of 10 CME's every two years, at least 2 (two) of which must be in mediator Ethics.
 - Please note: mediator ethics are based upon the [Standards of Ethics and Professional Responsibility for Certified Mediator Guidelines](#) and are distinct from attorney ethics that are based upon requirements of the Virginia State Bar.
 - Ethics courses must be live and interactive, attended virtually or in-person
 - Courses approved for CME are verified by the ADR 1010 form. Participants will be given this form by the course trainer. Core courses may also be used for CME and are verified by the ADR 1006 form.

NOTE: starting with certifications expiring **October 31, 2024**, only half (4) of your non-ethics CME credits may be obtained through pre-recorded videos. The remaining 4 non-ethics credits must be derived from live (in-person OR virtual) training programs or seminars. If you register for a live training or seminar, but are unable to attend due to an unforeseen circumstance, you have 60 days to view a recording of the event (if available) and receive full CME credit as if you had attended live. However, the trainer or training sponsor must offer you a way to ask follow-up questions or discuss the material, if you so desire.

- To apply for recertification, please submit to DRS the [Application for Mediator Recertification \(ADR 1003\)](#) form and attach proof of the courses taken for CME (either the ADR 1010 form or, for a core course, the ADR 1006 form).
 - Click here for [Instructions for form ADR 1003](#).
 - A [CME calculator](#) is available on the DRS website to help you prepare.
- DRS will start accepting applications for recertification on August 1 of each year. Please be sure the form is complete and all necessary proof is included with the application.

How to Obtain CME Credits

- Many approved training opportunities are posted on either DRS's [Advanced Training Calendar](#) or the [Core Training Calendar](#).
- Additional course offerings can be found on the websites of the many [Alternative Dispute Resolution Organizations](#) located in Virginia.
- If you have a course you would like to deliver as a trainer, you may request approval for CME credit. To apply, please use the [Trainer Application for CME Course Certification form \(ADR 2001\)](#).
 - A mediator who delivers an approved CME training may receive up to 6 CME's.
- If you attend a training that has **not** been approved by DRS but you believe is applicable to your mediation practice, you may request CME credit using the [Mediator Application for CME Course Certification form \(ADR-2002\)](#). Complete this form before or after you attend a training but please allow 30 calendar days to review. If approved, you will receive an ADR-1010 form to attach to your recertification application.
- You may request up to three CME credits following a co-mediation by engaging in [Mediator Self-Reflection – Request for CME form \(ADR-1011\)](#). DRS will determine the amount of credit approved and send you an ADR-1010.
 - For an additional resource, please see DRS's [Mediator Self-Reflection Treasury](#) created by mediators and trainers in Virginia.
- Additional pre-approved courses may be found on [Online CME Resources](#). This site will link you to free, pre-recorded webinars to view for non-ethics CME credit verified by a specialized version of the ADR-1010 to submit with your application.

What if I have **more** than enough credits?

If you earn more than 10 CME credits toward recertification, you may **carry over** up to 8 credits to your next recertification cycle. All carryover credits, even ethics, will be treated as non-ethics CME. If you attend a course *after* submitting your recertification application but *before* the start of your new certification period, you can request carryover CME using the [CME Carryover Supplemental Form \(ADR-1003A\)](#).

What if I do not have enough credits to recertify?

If you are unable to complete the requirements before your certification(s) expire, your certification(s) will lapse. **Extensions cannot be granted to a mediator's certification.** Mediators who do not renew their certification(s) may not hold themselves out as certified mediators, trainers, or mentors; may not mediate court-referred cases without a certified mediator; and will not be covered by civil immunity.

- A mediator with a lapsed certification has two years to complete the requirements to be recertified. If two or more years have passed, please contact drsapplications@vacourts.gov for new requirements.